

DD/S REGISTRY
FILE *Records*

12 MAY 1970

Mr. Robert L. Kunzig
Administrator
General Services Administration
Washington, D. C. 20405

Dear Mr. Kunzig:

Thank you for your letter of April 28, 1970 to Mr. Helms inviting him to nominate [redacted] and me to represent the Agency at the annual conference for agency records management officers and their superiors.

I regret I will be unable to attend the conference. [redacted] however, are planning to represent the Agency during all three days of the conference.

We appreciate the opportunity to take part in these conferences each year, and I am sure our representatives will find the agenda this year interesting and productive.

Sincerely,

15/
R. L. Bannerman
Deputy Director
for Support

DDS/SSS [redacted] (8 May 1970)
Distribution.

- Orig - Addressee
- 1 - Executive Comptroller (w/att)
- 1 - SSS Subject (w/att)
- 1 - SSS Chrono (w/att)
- ~~1~~ - DDS Subject (w/att)
- 1 - DDS Chrono (w/att)

MORI/CDF Page 2 _____

GENERAL SERVICES ADMINISTRATION

WASHINGTON, D.C. 20405



APR 28 1970

Honorable Richard Helms
Director, Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Helms:

For three days, May 26 through May 28, 1970, the General Services Administration will conduct a special conference for agency records management officers and their superiors. This conference is the ninth in a series of annual meetings which started in 1962. As in past years, the conference will cover subjects of prime importance to current and future Government-wide records management efforts.

The enclosed agenda describes briefly the subject matter to be covered. Ample opportunity will be provided during each session for open discussion by participants. Officials attending are urged to express their views and to present for group consideration any specific paperwork problems they may have.

We feel that the coverage and interest level of this year's conference will equal or exceed those of prior years. The sessions have been planned for the purpose of exploring the latest technology for information handling and techniques for reducing the volume of records. This meeting will provide an excellent opportunity for a critical examination of our objectives and efforts in the paperwork management field.

We hope that the Central Intelligence Agency will be represented at the conference. Because of their responsibilities for records management in your agency, we believe that Mr. Robert L. Bannerman and [redacted] could be interested in attending. If you would prefer to send different representatives, of course they will be welcome.

The conference site will be the Sea Scape Motel in Ocean City, Maryland. The only cost to your Agency will be the travel and per diem expenses of your representatives.

Sincerely,

Robert L. Kunzig
Robert L. Kunzig
Administrator

Enclosure

RECORDS MANAGEMENT OFFICERS' CONFERENCE

Ocean City, Maryland

May 26-28, 1970

PROGRAM

MAY 26, MORNING

Selected Records Management Programs

Establishing Directives Systems

Indexing Directives

MAY 26, AFTERNOON

U.S. Courts Paperwork

Office Landscaping

Effect of Computer Terminals on Records Programs

MAY 27, MORNING

Data Archives

Establishing Control over Magnetic Tapes

MAY 27, AFTERNOON

Promoting Forms Management

Shelf Filing vs. Mechanized Filing

A Vital Statistics Film System

MAY 27, EVENING

Mail Management Studies and Results

MAY 28, MORNING

Use of Records Centers

Paper Sizes

Records Management Internal Evaluations

Page Denied